



# ATAL BHUJAL YOJANA HARYANA

STANDARD OPERATING PROCEDURE

For Community Level  
Trainings

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**Irrigation & Water Resources Department Govt. of Haryana**

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## ATAL BHUJAL YOJANA

Atal Bhujal Yojana (or, Atal Jal) is a groundwater management scheme launched by honorable Prime Minister Narendra Modi on the 95<sup>th</sup> birth anniversary of former Prime Minister Atal Bihari Vajpayee on 25 December 2019. The purpose of the scheme is to improve groundwater management in seven states of India, In these selected seven states Haryana is one of the where Atal Bhujal Yojana is being implemented by the I & WR department.

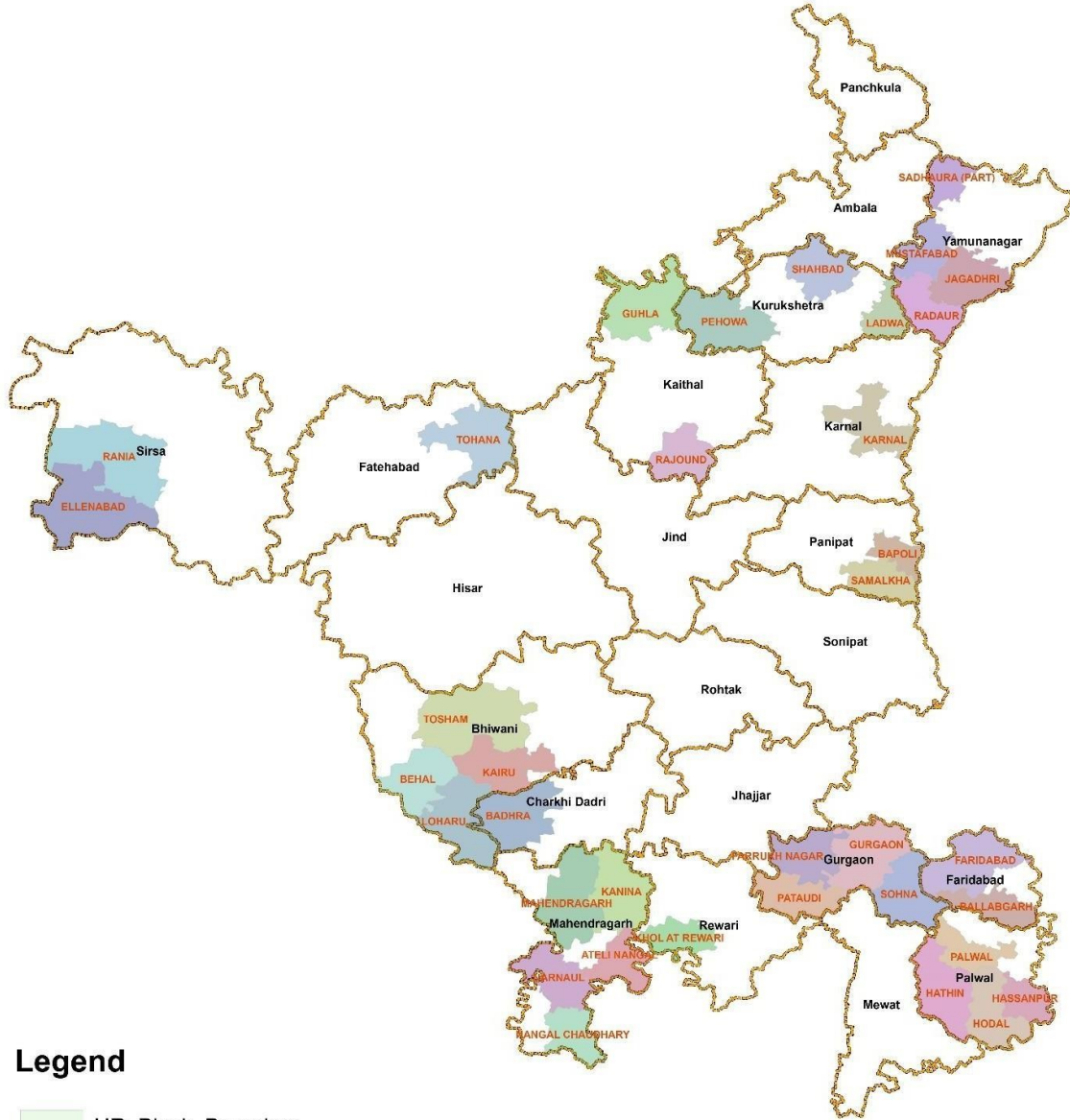
The primary objective of this Scheme is “to improve the management of groundwater resources in the water-stressed areas of the selected States”. Atal Jal is targeted at sustain able ground water management, mainly through convergence among various on-going schemes with the active involvement of local communities and stake holders.

Atal Bhujal Yojana (Atal Jal) aims to demonstrate community-led sustainable groundwater management that can be taken to scale. The scheme has been designed as a pilot with the principal objective of strengthening the institutional frame work for Participatory Groundwater Management (PGWM). It also aims to bring about behavioral change at the community level through awareness programs and capacity building to foster sustainable groundwater management. Atal Jal is targeted at sustainable groundwater management, mainly through convergence among various ongoing schemes with the active involvement of local communities and stakeholders.

### Atal Bhujal Yojana in Haryana

S.No.	Name of District	Name of Blocks	No. of GPs
1	Yamunanagar	Jagadhari, Mustafabad, Radaur, Sadhura	251
2	Karnal	Karnal	41
3	Panipat	Bapoli, Samalkha	55
4	Kaithal	Gulha, Rajaund	82
5	Kurushetra	Ladwa, Pehwa, Shahabad	189
6	Sirsa	Raina, Ellanabad	78
7	Fatehabad	Tohana	48
8	Gurugram	Farukhanagar, Pataudi, Sohana, Gurugram	162
9	Faridabad	Faridabad, Ballabgarh	69
10	Rewari	Khol	39
11	Palwal	Palwal, Hassanpur, Hathin, Hodal	185
12	Bhiwani	Behal, Kairu, Loharu, Tosham	155
13	Charkhi Dadri	Badhra	49
14	Mahendergarh	Nangal choudhary, Narnaul, Kanina, Ateli, Mahendergarh	255
	Total Gram Panchayats (GPs)		1658

# DISTRICT AND BLOCK BOUNDARY (ATAL BHUJAL PROJECT)



## Legend

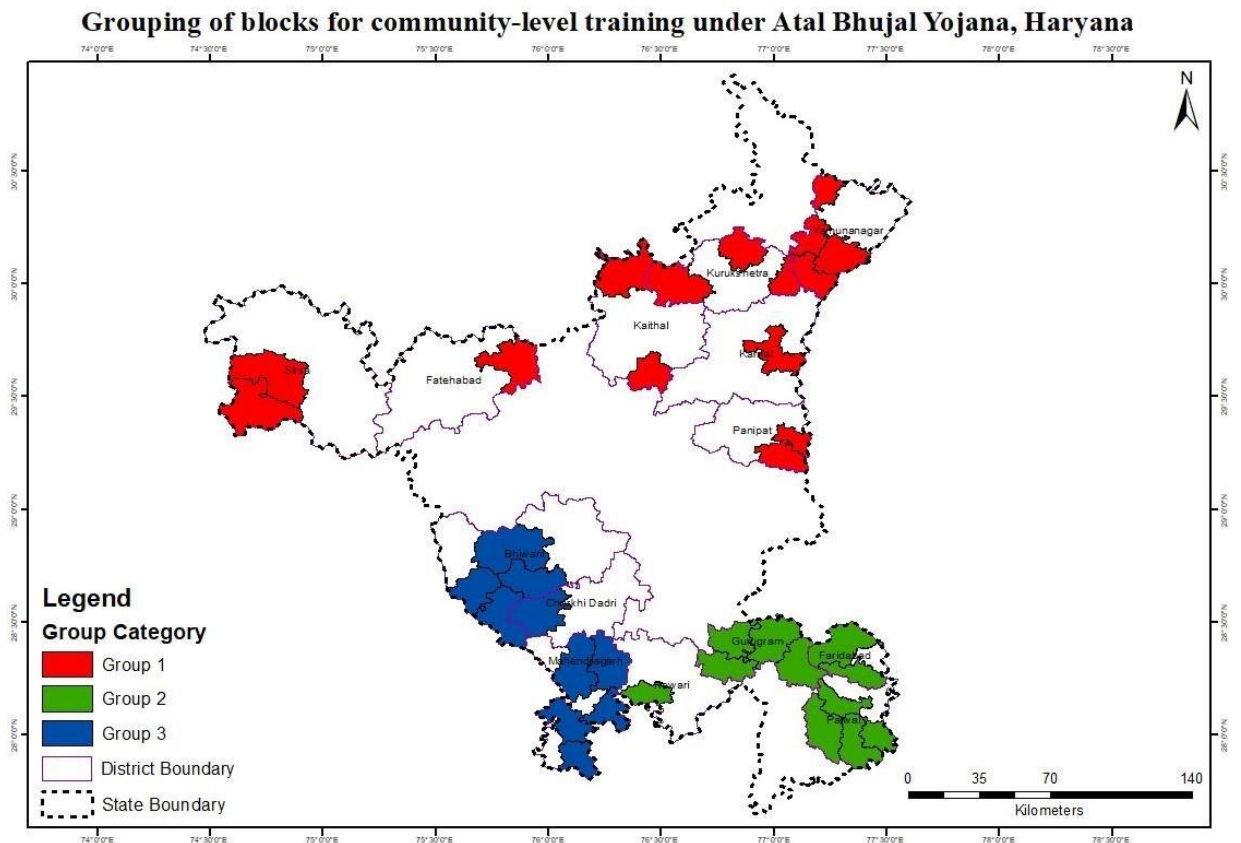
- HR\_Block\_Boundary
- HR\_District\_Boundary

0 5 10 20 30 40  
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## Need for CB Agency

Capacity-building agencies (CB Agency) are engaged for capacity building, reorientation of different stakeholders, dissemination of knowledge and information, development of high-quality print and audio-visual content, documentation of best practices to showcase and motivate farmers and other stakeholders involved in this project (i.e. Atal Bhujal Yojana), etc. to transform the eco- system of participatory ground water management under Atal Bhujal Yojana.

A total of three agencies are engaged and allocated one group each.

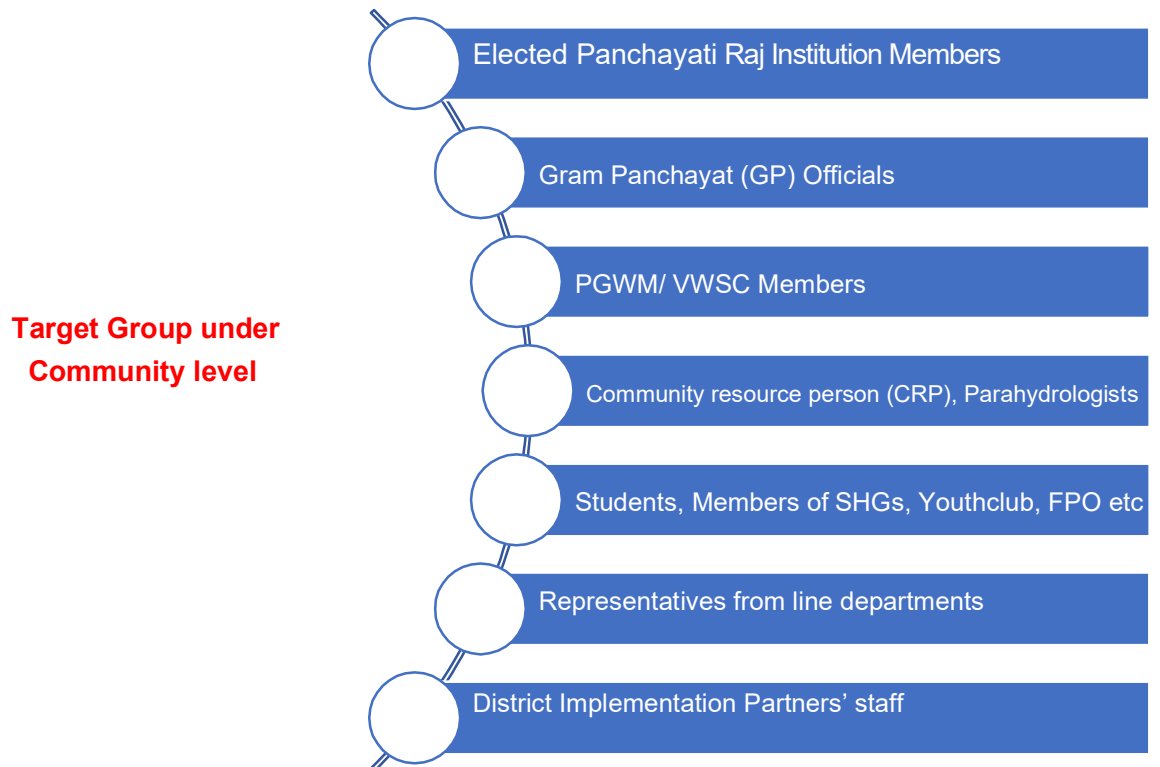


The key objectives of CB Agency are as follows:

- Rapidly up scale the capacity building processes and methods using the full potential of physical and virtual space;
- Design, develop and implement capacity- building programs to create new generations of responsible and responsive leadership in the water sector at community levels.
- Facilitate participants to gain insights, enhance their knowledge, further develops of skills and awareness about new practices;
- Stimulate cross-learning about latest technologies, innovations, and best management practices in the groundwater sector by organizing field exposure visits for key personnel involved in planning and execution;
- Development of high-quality video and audio reading and learning material to not only

make text- centric content more readable, digestible and memorable but also to craft compelling messages, related to the water sector, that speak volumes;

- Document case studies, success stories and best practices in the sector for wider dissemination and;
- Promote accelerated implementation on the scale and with speed' by enabling appreciation of professional requirements as well as sensitization to the socio-economic, technological environment.



### **Nature & Scope of work**

The main task of this assignment under Atal Bhujal Yojana is to provide training to Gram level stakeholders such as members of Village Health, Nutrition, Water and Sanitation Committee, members of Gram Panchayat, government and semi-government employees, progressive farmers, well owners, leaders of community-based organizations, etc. The broad scope of work of this assignment is as below:

1. For the effective implementation of Atal Bhujal Yojana at the Gram Panchayat level, 6 trainings are to be organized at each Gram Panchayat level as per the approved Annual Action Plan.
2. A total of 9948 training programs are proposed to be implemented in district projectimplementation partner Gram Panchayat in 36 blocks of 14 districts.
3. It is expected that, these trainings will facilitate speeding up of the activities, works asproposed in the scheme.

## Description of the task

The detailed scope of work is not limited to the following activities:

### **A. Content development and training design**

- a. Formulate the training strategy and calendar for each sector separately.
- b. Assistance in designing training content sector wise.
- c. Assistance in developing the course content for face-to-face training. The training content is to be developed in Hindi & English.
- d. Provide the training material and performance aid for the participants, other relevant support materials/ hand-outs, adapted to each sector's needs during the training sessions;
- e. Pre, and post-training assessment of the participants through an objective test. Feedback report in the format provided by the SPMU to be obtained from the participants.
- f. The training agency will regularly update the content based on the feedback received in the training sessions and deliver the updated content in upcoming training sessions.
- g. The training Agency shall prepare reports, bring out analysis and incorporate suitable augmentations in design, content and delivery as desired by the SPMU/DPMU.
- h. Audio-visual learning aids and participatory and interactive training exercises like group discussions, role -plays, write-shops, storytelling etc.
- i. Any other related activity.

### **B. Overall Programme Management:**

- a. This includes coordinating with intermediaries, scheduling participants in batches, sending invites to participants, necessary follow-ups to ensure timely presence in training, devising motivational tools to encourage involvement in the training and all kind of communication with the participants and other stakeholders.
- b. It is expected to depute full-time, dedicated, two members for the trainings to be carried out in the Gram Panchayats.

### **C. Conduct Training programs**

- a. Co-ordination with various intermediaries for scheduling the sessions and preparation of training kit/material (such as presentation printouts/handouts, note pad and pen etc.) would be done by the training institute/organization.
- b. The language for delivery would be in Hindi/English or vernacular, as required for a specific audience.
- c. The venue of training should be of good ambiance, well ventilated and should accommodate at least 40 participants. It should be easily accessible and convenient

to approach for the participants.

- d. The agency to provide photographs of the start and end of the session and upload a five-minute video of all the training sessions on MIS portal developed by the SPMU.
- e. Pre and post-session tests to be conducted to assess the understanding and outcome of the training.
- f. Feedback from the participants to be compulsorily obtained.
- g. Attendance sheet and instructor's report on the trainees to be compiled and obtained for each session.
- h. Daily status of the trainings conducted with the details of the organization, sector and trainer, attendance and timings to be provided to DPMU and uploaded on MIS portal developed by the SPMU.
- i. Fortnightly report comprising of additional details viz. performance vis-a-vis targets allotted, the status of training requests received and conducted, feedback analysis, queries received from different sectors and other parameters as specified by the SPMU/DPMU.
- j. Photos and videos captured as evidence of training need to be stored in a repository like a google drive/cloud or in a Pen drive which is to be submitted to the SPMU.
- k. Any other activity that may be required for delivery of training and coordination with participants/organization/D&P Department
- l. As a part of undertaking this training assignment, it will be the responsibility of the institute/training agency (ies) to provide the following in the location(s) where the training will be imparted.
  - Writing material-pads and pen
  - Programme content and delivery
  - Good ambiance and ventilation with commensurate space in the training classroom
  - Water, tea /coffee with snacks to the participants
  - Training material prepared should be shared with the participants in hard copies [e.g. PowerPoint presentation (ppt) slide hand-outs] as well as on whatsapp groups or mobile app/web app.

**D. Number of Batches and Batch Size:**

- The training programs will be conducted in batches throughout the validity of the contract. The minimum batch size should be of 15-40 trainees. In exceptional circumstances where the batch size is lower than 20, then the agency is required to take prior approval of the authority and the batches may be clubbed in order to reach the minimum number of 40 to be treated as a batch for payment processing.



### **E. Methodology:**

- The Training Program shall be organized separately for all the sectors by incorporating sector-specific features, processes, benefits and exercises for evaluation. Thus each training module shall be built for a specific sector, relevant to the needs of the sector and shall also include presentations with physical handouts for information and dissemination. Training conducted for one sector shall not be counted towards the achievement of another sector.

### **F. Location of the training**

- The training is envisaged to be organized all across 1658 Gram Panchayats of Haryana under Atal Bhujal Yojana.

### **G. Reporting**

- a. The training agency is expected to submit a daily and weekly training report on the conduct of training batch/session to the SPMU in soft copy and a quarterly report in hard copy to the SPMU.
- b. The Reports shall include the following:
  - i. Training schedule for all the trainings to be submitted within the first 10 days.
  - ii. Performance report vis-a-vis the targets.
  - iii. Report of the training conducted date, start and end time, venue detail (address-own or client's), name of the trainer, his contact details, name of the sector intermediary, and the number of participants.
  - iv. Participants feedback analysis report as devised by the SPMU in the form of Hardcopy or Online format;
  - v. Representative/training session photographs
  - vi. A soft copy of the content and performance or other relevant materials delivered to trainees
  - vii. Provide the copy of the attendance sheet, feedback forms, instructor's report and pre- session and post-session test report for every session conducted within 15 days to the SPMU.
  - viii. Queries received during the training.
  - ix. The contact details of all the participants with mobile number.
  - x. Any other document as specified by SPMU/DPMU.

## Scale of Community level trainings

Group No.	Cluster No.	Name of District	No. of Blocks	No. of GPs	Total GPs in Group	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	Total
Group1	CL-01	Yamuna Nagar	4	251	744	4464	4464	4464	4464	17856
	CL-02	Karnal, Panipat, Kaithal	5	178						
	CL-03	Kurukshetra	3	189						
	CL-04	Sirsa, Fatehabad	3	126						
Group2	CL-05	Gurugram	4	162	455	2730	2730	2730	2730	10920
	CL-06	Faridabad, Rewari	3	108						
	CL-07	Palwal	4	185						
Group3	CL-08	Bhiwani, Charkhi Dadri	5	204	459	2754	2754	2754	2754	11016
	CL-09	Mahendergarh	5	255						
Total			36	1658	1658	9948	9948	9948	9948	39792

*Note: 6 trainings per GP per year shall be conducted by each training/CB agency*

## On Boarding Activities from CB Agency

Step	Activity	Duration	Participant	Facilitator
1	Orientation of Atal Jal Program	2 hours	CB agencies	SPMU and TSA-SPMU Coordinator, TL and Team
2	Orientation on CB agencies RR, functional grid plan, operating process and targets	4 hours	CB agencies	SPMU and TSA-SPMU Coordinator, TL and team
3	Hand seeking with respective groups stakeholders	2 hours For each group	DPMU Nodal officer, DPMU experts, DIP team and complete team of CB agency	SPMU and TSA-SPMU

## Timeline of Activities for CB Agency

S. No.	Activity	Timeline
1	Orientation of Atal Jal Program	Within 7 days of Letter of Agreement (LOA) /Agreement signing
2	Orientation on CB agencies RR, functional grid plan, operating process and targets	Within 7 days of LOA. A repeat of same once the complete team of the agency will be placed i.e., at end of 2 months from LOA
3	Deployment of the core team	Within 15 days of LOA
4	Deployment of admin and logistics wings	Within 15 days of LOA
5	Deployment of field trainers	Within 21 days of LOA
6	Orientation on CB agencies RR, functional grid plan, operating process and targets	Within 21 days of LOA
7	Hand seeking with respective groups stakeholders	Within 21 days of LOA
8	TNA	Within 30 days of LOA
9	Revised Annual Action Plan (including 6 trainings per GP in a year)	Within 30 days of LOA
10	Module development for Training 1	Within 45 days of LOA
11	Quarterly review by SPMU	At the end of 90 days of LOA
12	TOT for Training 1	Within 60 days of LOA
13	Completing Training 1	Between 60 to 120 days of LOA
14	Module development for Training 2	Within 135 days of LOA
15	TOT for Training 2	Within 135 days of LOA
16	Completing Training 2	Between 135 to 180 days of LOA
17	Module development for Training 3	Within 180 days of LOA
18	TOT for Training 3 and Impact Assessment report (half-yearly)	Within 180 days of LOA
19	Completing Training 3	Between 180 to 225 days of LOA
20	Half-yearly review by SPMU	At the end of 180 days of LOA
21	Module development for Training 4	Within 225 days of LOA
22	TOT for Training 4	Within 225 days of LOA
23	Completing Training 4	Between 225 to 270 days of LOA
24	Quarterly review by SPMU	At the end of 90 days of LOA
25	Module development for Training 5	Within 270 days of LOA
26	TOT for Training 5	Within 270 days of LOA
27	Completing Training 5	Between 270 to 315 days of LOA
28	Module development for Training 6 and Impact assessment report (Annual)	Within 315 days of LOA

### **Process for Conducting TNA**

- Coordinate with District/Block level Officers for better understanding and convergence
- Draft preparation of format of survey questionnaire and assessment methodology by CB agency
- Sharing with SPMU and TSA-SPMU for comments and feedback
- Comments and feedback of SPMU and TSA-SPMU within 5 working days of submission by CB agency
- Revision and finalization of format by CB agency
- Sharing with SPMU and TSA-SPMU for approval
- Approval by SPMU and TSA-SPMU within 3 working days of submission by CB agency
- Rolling out of the survey by the agency
- Analysis and planning by agency
- Draft TNA report sharing with SPMU and TSA-SPMU for comments and feedback
- Comments and feedback of SPMU and TSA-SPMU within 5 working days of submission by CB agency
- Revision and finalisation of TNA report by CB agency based on feedback/inputs of SPMU
- Identification of main topics and sub-topics for content management and training sessions will be done based on final TNA report approved by SPMU
- Sharing with SPMU and TSA-SPMU for approval
- Approval by SPMU and TSA-SPMU within 4 working days of submission by CB agency

### **Process for Development of Training Manual**

- Preparation of outline of training manual by CB agency (including content, content type, instruction mode)
- Sharing with SPMU and TSA-SPMU for their comments and feedback
- Comments and feedback by SPMU and TSA-SPMU within 3 working days of submission by CB agency
- Preparation of draft training manual by CB Agency
- Sharing with SPMU and TSA-SPMU for their comments and feedback
- Comments and feedback by SPMU and TSA-SPMU within 5 working days of submission by CB agency
- Revision and finalisation of training manual by CB Agency
- Testing of the training manual with DPMU and DIP team
- Testing of training manual at minimum 2 GPs in presence of DPMU and DIP team
- Improvisation and finalisation by CB Agency
- Sharing with SPMU and TSA-SPMU for approval
- Approval by SPMU and TSA-SPMU within 4 working days of submission by CB agency

## **Process for Each physical training (non-residential)**

### **Pre-Training tasks**

- The CB agency will register the training on the Atal Jal MIS portal
- Intimation to respective DPMU and DIP through email in 1-month advance and request for participants list in format provided in Annex 2.
- The DIP will provide the participants' list within 5 working days of receiving the communication
- The training agency will finalize the venue in 25 days advance
- The training agency will form district whatsapp group and post training schedule, training material (pre and post), photos, videos, newspapers cutting, any other updates etc.
- Invitation to the chairperson of VWSC committee through official letter and all participants via call, WhatsApp group and through DIP team in 20 days advance
- First reminder to all participants must be given in 7 days advance along with a copy of the outline of course contents and schedule of training to the participants and request them to come prepared for sharing their experience through making presentations and/or in interactions.
- Second reminder to all participants must be given in 1-2 days advance to ensure maximum participation.
- In all communications to participants, the DIP and DPMU representatives should be kept in the loop.
- Range (Min. – Max.) for number of participants for offline training programme are (15-40). If the number of participants is more than the capacity of one training room, the CB agency may carry out the training in batches as per their convenience.
- In this case, the number of trainings will be counted based on the number of district/blocks participating and the same will be applicable for payment of service. In such case, the CB agency may have to take up additional logistic measure to accommodate the needs of participants including stay, food, hall and likewise. The training can't be clubbed in case of online trainings and/or a combination of online and physical training.
- The CB agency will be responsible to prepare training modules, content development, audio-visual tools for training, development of participative learning exercises and games, simple, easy to understand and practical reading materials, session layout design, and other related materials.

### **During training**

- The CB agency will set up the mandatory logistic arrangements at the training venue. The list of mandatory logistic arrangements for training at the GP level is provided in Annex 5.
- The CB agency will take the attendance of participants in the format provided by SPMU. The attendance template is provided in the annex 1.
- The CB agency will conduct the training as per the approved schedule.
- The CB agency will hand over the resource material to all participants
- All trainings will be attended by the DIP representatives.

- CB agency should plan the field visits which is relevant to the topic of the training.
- The training programme content should be updated regularly based on feedback received from the trainees and new development.
- CB agency must ensure that the training materials prepared are standardized and of high quality. The CB agency will invite eminent and nationally reputed professionals as resource persons and ensure that there is a judicious blend of internal and external resource persons.
- SPMU will not provide funds for deploying additional manpower in CB agency. SPMU will make payment only to the extent of sanctioned amount as per CB agency financial norms for the approved activities.
- Active participation of participants should be ensured by encouraging them to raise their doubts, make observation and comments.

### **Post Training**

- The CB agency will share a brief training note and 4 photos with DPMU IEC experts for circulation in social and print media.
- The CB agency will update the MIS details in accordance with the NPMU standard format and process.
- The CB agency will conduct a follow-up training or digital crash course or revision class with all participants and take follow up of training task assigned to all participants
- The CB agency will prepare the training completion report as per the format provided in the Annex3 and submit it to DIP and DPMU for verification and subsequently share with the SPMU and TSA-SPMU for needful action.
- Expectation analysis of participants and feedback compilation will be the responsibility of the CB agency. Expectation analysis will be conducted at the beginning and feedback compilation will be done at the end of the program.
- SPMU may conduct third – party independent evaluation of the training outcomes, as and when require.

### **Process for Each Online Training**

#### **Pre-Training tasks**

- The CB agency will register the training on the Atal Jal MIS portal
- There is no ceiling on the limit of participants for online programme. Depending on the subject of the online training and the complexity of the content, batch sizes may be finalized so as to ensure appropriate training, learning, assessment and feedback.
- In case, the CB agency is opting for online trainings, the number of trainings will be the double of the total number of trainings at any level. The online trainings should be conducted on the principle of Low dose High frequency method.
- Range (Min. – Max.) for number of participants for offline training programme are (15-40). If the number of participants is more than the capacity of one training room, the CB agency may carry out the training in batches as per their convenience. In the case of District and Block level functionaries" trainings, the session of same cluster districts/blocks can be clubbed and conducted together with prior approval from SPMU.
- In this case, the number of trainings will be counted based on the number of district/blocks participating and the same will be applicable for payment of service.

- Intimation to respective DPMU and DIP through email in 1-month advance and request for participants list in format provided in Annex 2.
- The DIP will provide the participants' list within 5 working days of receiving the communication
- Invitation to the chairperson of VWSC committee through official letter and all participants via call, WhatsApp group and through DIP team in 14 days advance along with the information about the video conferencing platform, login credentials and detailed schedule for attending the training programme.
- First reminder to all participants must be given in 7 days advance along with the information about the video conferencing platform, login credentials and detailed schedule for attending the training programme.
- Second reminder to all participants must be given in 1-2 days advance along with an explicit demo on the usage of the platform.
- In all communications to participants, the DIP and DPMU representatives should be kept in the loop.

### **During training**

- The CB agency will take the attendance of participants in the format provided by SPMU through QR based tools. The attendance template is provided in the annex 1.
- The CB agency will conduct the training as per the approved schedule.
- The CB agency will share the resource material in digital mode to all participants
- All trainings will be attended by the DIP representatives

### **Post Training**

- The CB agency will share a brief training note and 4 photos with DPMU IEC experts for circulation in social and print media.
- The CB agency will submit an impact assessment report to SPMU on half-yearly and yearly basis i.e. before completion of 1 year.
- The CB agency will update the MIS details in accordance with the NPMU standard format and process.
- The CB agency will conduct a follow-up training or digital crash course or revision class with all participants and take follow up of training task assigned to all participants
- The CB agency will prepare the training completion report as per the format provided in the Annex 3 and submit it to DIP and DPMU for verification and subsequently share with the SPMU and TSA-SPMU for needful action.

## **Process for Each Exposure Visit**

### **Pre-Training tasks**

- The CB agency will identify the potential site for the field visit
- The CB agency will conduct a recce visit to the potential site along with the DIP and DPMU representative.
- The CB agency will register the visit planned on the Atal Jal MIS portal
- Intimation to respective DPMU and DIP through email in 1-month advance and request for participants list in format provided in Annex 2.

- The DIP will provide the participants' list within 5 working days of receiving the communication
- Invitation to the chairperson of VWSC committee through official letter and all participants via call, WhatsApp group and through DIP team in 20 days advance
- First reminder to all participants in 7 days advance along with a copy of the outline of agenda of field visit and schedule of the visit to the participants and request them to come prepared for sharing their experience through making presentations and/or in interactions. Also, the CB agency will share the movement plan with all participants that includes the mode of travel, meeting point, departure time, returning time, destination details, point person from CB agency and alike. In the case of women participants, the field visit (from departure till returning) will be conducted only between sunrise and sunset hours.
- Second Reminder all participants in 1-2 days advance along with the movement plan with all participants that includes the mode of travel, meeting point, departure time, returning time, destination details, point person from CB agency and alike.
- In all communications to participants, the DIP and DPMU representatives should be kept in the loop.

#### **During training**

- The CB agency will set up the mandatory logistic arrangements. The list of mandatory logistic arrangements for field visits at the GP level is provided in Annex 5.
- The CB agency will take the attendance of participants in the format provided by SPMU. The attendance template is provided in the annex 1.
- The CB agency will conduct the field visit as per the approved schedule.
- The CB agency will hand over the resource material to all participants
- All field visits will be attended by the DIP representatives

#### **Post Training**

- The CB agency will share a brief field visit note and 4 photos with DPMU IEC experts for circulation in social and print media.
- The CB agency will update the MIS details in accordance with the NPMU standard format and process.
- The CB agency will conduct a follow-up discussion or digital crash course or revision class with all participants and take follow up of field visit assigned to all participants
- The CB agency will prepare the field visit completion report as per the format provided in the Annex 4 and submit it to DIP and DPMU for verification and subsequently share with the SPMU and TSA-SPMU for needful action.

#### **Planning and Reporting**

##### **Revised Annual Action Plan (AAP)**

- The revised Annual action plan will be prepared within 7 days from the date of signing of Letter of agreement.
- The CB agency will prepare the Annual action plan in the format provided in Annex 10.
- The CB agency will prepare the AAP
- The CB agency will share the AAP with the respective DPMU for their comments and



feedback

- The DPMU will provide the comments on AAP in consultation with all other stakeholders within 5 working days of submission by the CB agency
- Revision and finalisation by CB agency
- The CB agency will share the AAP to DPMU for approval
- Post DPMU's approval, the CB agency will submit the AAP with SPMU and TSA-SPMU for vetting and approval
- The SPMU and TSA-SPMU will revert or approve the AAP within 5 working days of submission by the CB agency

### **Monthly Action Plan (MAP)**

- The monthly action plan will be prepared 10 days in advance from the start of the respective month.
- The CB agency will prepare the MAP in the format provided in Annex 8.
- The CB agency will prepare the MAP
- The CB agency will submit the MAP with the respective DPMU for their comments and feedback
- The DPMU will provide the comments on MAP in consultation with all other stakeholders within 3 working days of submission by the CB agency
- Revision and finalisation by CB agency
- The CB agency will share the MAP to DPMU for approval
- Post DPMU's approval, the CB agency will submit the MAP with SPMU and TSA-SPMU for information.

### **Payment Terms and Process**

Funding will be provided as per the cost norms mentioned below.

Level of training	Payment per training (in INR)
Training at community functionaries	7600/- (including all taxes)

Payment to the Training Partner will be made after verification of training deliverables as mentioned below. The Training Partner will submit monthly district wise report about trainings conducted in the respective month. The 100% payment for that quarter period will be made after the approval by District Project Management Unit (DPMU) online and offline report and hard copy of report should be submitted to SPMU with an invoice.

### **Deductions from bills:**

The rates quoted by the Contractor shall be deemed to be inclusive of the rates and other taxes on all material that the Contractor will have to purchase and use for performance of this Contract

- Deduction shall be made from every bill on account of Income Tax as per applicable GST from time to time as applicable.

### **The funding will cover the following:**

- Online training programmes
- course fee
- training module with study materials & exercises
- resource person(s),

- collaterals – letters, posters, social media posts, etc.,
- coordination with resource persons and participants,
- video conferencing platform,
- post-completion documents,
- follow-up with participants for success stories,
- responding to queries of alumni, etc.

**a. Residential programmes (ranging from 2 to 5 days);**

- course fee,
- training module and kit,
- boarding and lodging, etc.
- resource person(s),
- coordination with resource persons and participants
- follow-up with participants for success stories,
- responding to queries of alumni, etc.
- post-completion documents

**b. Non-residential (day based) programmes;**

- course fee,
- training module and kit,
- food and refreshments, etc.
- resource person(s),
- coordination with resource persons and participants
- follow-up with participants for success stories,
- responding to queries of alumni, etc.
- post-completion documents

**c. Honorarium to external resource persons/ experts;**

**d. Study tour/Exposure visit component, etc.**

**e. Module development**

**f. Field exposure visits**

- Travel arrangements
- food and refreshments, etc.
- boarding and lodging, etc.
- resource person(s)

**Release of Funds**

- The CB agency will raise the invoice quarterly along with the quarterly progress report based on the number of trainings conducted in accordance with the unit cost stated. The quarterly report will be submitted in the format provided in the annex 9.
- The CB agency will share the quarterly progress report to DPMU for vetting and approval.
- The DPMU will revert or approve the quarterly progress report within 7 working days of submission by the CB agency
- Post DPMU's approval, the CB agency will submit the quarterly progress report and invoice with SPMU for vetting and approval
- The SPMU will revert or approve the AAP within 15 working days of submission by

the CB agency and forward for needful action for payment release.

### Other Details

The CB agency must be able to mobilize and maintain a team of qualified and high-quality professionals consistent with the requirements of a complex work program. The Consultant's team must have relevant National standard experience, required expertise, and familiar with local conditions and laws. Other than the training professional, the CB agency needs to place at least 6 professionals in its office to operationalize the work as well as liaising with SPMU and other actors. The indicative list of professionals is as follows. (These professionals could also be the trainers of agency. This list is not for technical evaluation purpose. For technical evaluation, earlier mentioned modalities will be followed.)

S. No.	Key Position	Minimum Qualification and Professional Experience Desired
1	Coordinator cum Team Leader	<ul style="list-style-type: none"> <li>• Post Graduate Degree in project Management/ Mass Media/ Social Sciences/ Rural Development and related fields.</li> <li>• Shall have at least 10 years' of experience in project management relating to Water Management/rural development.</li> </ul>
2	Subject matter specialist – Water management	<ul style="list-style-type: none"> <li>• Post Graduate Degree in Water policy and governance, Water management, Water science, social work; shall have at least 10 years" of experience in Water Management.</li> </ul>
3	Senior Trainer – Sociologist (IEC)	<ul style="list-style-type: none"> <li>• Post Graduate Degree in Social Sciences/ Environment Sciences/ Social Work/ Rural Development</li> <li>• Minimum Ten Years of Experience in conducting and developing modules for water management related trainings programme in Rural Development sector preferably in Water Management.</li> <li>• Excellent Communication Skill.</li> </ul>
4	Senior Event Manager	<ul style="list-style-type: none"> <li>• Should be a graduate with thorough knowledge in event coordination/management.</li> <li>• The Person shall have minimum 10 years of relevant professional experience in managing events, in rural and sub urban areas.</li> <li>• Involvement in Water Awareness program or any other similar program through NGO or any other organizations/ agencies will be preferred</li> </ul>
5	Admin support staff (2 person)	<ul style="list-style-type: none"> <li>• At least graduate in social science or equivalent and professional experience in providing admin support</li> </ul>

S. No.	Key Position	Minimum Qualification and Professional Experience Desired
		to similar program of capacity building in water sector or similar sector.
<p><b><i>Please note: The CB agency will provide the CVs of above professionals to the Department for shortlisting, and replacement (if any) in future with prior one-month notice and complete knowledge transfer.</i></b></p>		

### **Role and Responsibilities of Training Partner Institute/Training Agency**

- Training should be organized at the respective Gram Panchayat level.
- The primary responsibility of organizing training is lies with selected Training Institutes.
- The training partner agency will be responsible for offline/online registration of trainees.
- The Training Partner will be responsible for receiving the collected information of the trainees from the District Implementation Partner and uploading it on the MIS system before the commencement of the training.
- The Training Partner will appoint a nodal person who will coordinate and inform State Project Management Unit and District Project Management Unit about the training schedule and other updates about the training.
- The Training Partner shall make necessary arrangements of IT equipment (Digital camera, LCD Projector, Laptop, Sound system etc.) and chart paper, related games material at the training venue for training delivery.
- The Training Partner shall setup Key Resource Centre in one of the Districts allocated to them and place the key resources there.
- The Training Partner shall take the approval of SPMU for final selection of key resources to be deployed in the project.
- The Training Partner shall ensure that the key resources deployed in this project shall not be replaced and in case of replacement, prior notice of 1 month shall be given to the SPMU for proper knowledge transfer.
- Each training to be conducted at Gram Panchayat level is a one-day event and actual training duration should be at least 4 to 5 hours.
- A repository of documents/training material shall be uploaded on google drive which can be shared with all the participants and other stakeholders for ease of access.
- The Training Partner shall develop jingles/campaigns/surveys/questionnaires/feedback forms for the training programmes.
- The Training Partner shall prepare a topic on behaviour change/crop diversification/smart agri use/use of micro irrigation/use of drip and sprinklers which can be delivered in the training sessions.
- The Training Partner shall use social media platforms to upload content like tweets on tweeter, photos on facebook page/MIS portal, videos on youtube channel/MIS portal.
- The Training Partner shall invite external resources (Industry experts) to deliver lectures either offline/online.
- The Training Partner shall make use of mentimeter or other tools to make the trainings interactive.

- The Training Partner shall use banners of Atal Bhujal Yojana while delivering trainings.
- The Training Partner shall adhere to the guidelines of Atal Bhujal Yojana, framework and approach for capacity building 2020 issued by Govt. of India.
- The Training Partner shall also comply with the terms and conditions issued in the EoI as well as in this SoP document.
- The Training Partner shall adhere to the latest notifications and updates in future related to Atal Bhujal Yojana by Govt of India as well as Govt. of India.
- Below material should be given to the participants/ trainees during the training.
  1. Reading Material hard copy and also (in the form of soft file/E-Booklet, distribution through suitable platform like whatsapp)
  2. Tea and Snacks
  3. Stationary - pen and notebook
  4. Certificate or E-Certificate of Participation (a small questionnaire may be prepared by the training agency to assess the knowledge gained by the participant).
- It is necessary to deploy experienced trainer's/ resource persons to conduct the 6 trainings proposed at Gram Panchayat level as mentioned in the table above. Out of the three types of expertise, it is mandatory to have at least 2 trainers to conduct the training as per the requirement of the subject.
- Training Partner should develop two books/e-books for each training in Hindi. The first book should be facilitators guide for the trainer and the second book should be reading material for participants as well as trainers. For developing training booklet content, the Training Partner must refer the training outline prepared by SPMU consisting of profile of target audience, training objectives, duration, main sessions and expected training output as mentioned in **Annex-11**. The Training Partner will distribute the reading material in the form of hard copy as well as E-booklet or soft file through suitable platform to the training participants.
- The training material to be prepared by Training Partner agency and it should be reviewed and checked by SPMU and DPMU. Also, for each training, the training partner should organize TOT of deployed resource persons.
- TOT training logistic and training plan will be part of this assignment and no separate funds will be provided for this task.
- Training partner should inform TOT dates well in advance along with training schedule to SPMU.
- A physical/hard copy of the reading material (either in handouts) should be provided to each Gram Panchayat office.
- Training Report: It is necessary to prepare training report for each of the training conducted at Gram Panchayat level. The training report in online and offline format must cover below points:
  - ✓ Trainee Attendance Sheet
  - ✓ Training-wise program agenda
  - ✓ Training date and venue
  - ✓ Photographs of training programs (with timestamp)

- ✓ Proof of submission of physical/ hard copy of the training material at the Gram Panchayat office and distribution of E-booklet/ soft file to trainees through suitable social media
- ✓ Training report should include training number, date, venue address, photograph, subject or session details / proceedings, trainee feedback, attendance (male, female, others etc.)
- ✓ Trainee Feedback- Importance and usefulness of training
- ✓ Training Outcomes
  - The Training Partner will be provided with the necessary format by SPMU for preparing the training report.
  - Each training shall be ended up with the preparation of Action Plan with the participation of trainings. The follow up of this Action Plan shall be taken up in the next round of training.
  - All the training reports should be updated and uploaded on MIS by the Training partner in the given format.

## **Role and Responsibilities of Other Stakeholders**

### **SPMU**

- Vetting and approval of annual action plan, revised annual action plan, monthly action plan.
- Vetting and approval of Quarterly Progress Report, Impact Assessment Report.
- Vetting and approval of all training materials/manual, TNA format and report.
- Preparing all necessary guidelines and templates.
- Facilitation in providing the participants' list
- Sharing all necessary data and information with CB agency.
- Conducting a periodic review of CB agency
- Coherence with other entities in planning and implementation of Annual action plan
- Fund release to CB agency

### **SPMU TSA**

- Support in vetting and approval of annual action plan, revised annual action plan, monthly action plan.
- Support in vetting and approval of Quarterly Progress Report, Impact Assessment Report.
- Support in review of the progress made under monthly action plan.
- Support in facilitation in the preparation of all necessary guidelines and templates.
- Support in providing the technical inputs and value addition in the training manual, TNA format and report and other necessary documents.
- Support in vetting and approval of all training manual, TNA format and report.
- Support in sharing all necessary data and information with CB agency.
- Support in facilitating the periodic review of CB agency
- Support in facilitation of the coherence with other entities in planning and implementation of Annual action plan
- And any other responsibility that is directed by SPMU.

## **DPMU**

- Assist training partner agency for preparing training calendar Support in organization
- of training Inform DIP and GPS regarding proposed training and take follow up organization for successful Conduct training monitoring and give feedback to SPMU
- The training material to be prepared by Training Partner agency and it should be reviewed and checked by SPMU and DPMU.
- And any other responsibility that is directed by SPMU.

## **District Project Implementation (DIP)**

- DIP will provide necessary assistance for taking training work forward at Gram Panchayat level, it will be the responsibility of the District Implementation Partner to share/ communicate the training schedule with the participants at least 5 days in advance and ensure their attendance on the day of training for the entire training program.
- District Implementation Partner will intimate any change in the training calendar to all stakeholders including participants at least two days in advance.
- It will be the responsibility of the District Implementing Partner to secure the availability of training location with help from Gram Panchayat as per training schedule.
- The community mobilizer of DIPs will have to be present at the training venue on the day of training for the entire duration of the program. Community mobilizer will assist resource persons during the training as per requirement of resource person.
- And any other responsibility that is directed by SPMU.

## **Any Other Agency or Stakeholders of Atal Bhujal Yojana Haryana**

- Providing the technical inputs and value addition in the training manual, TNA format and report.
- Sharing all necessary data and information with CB agency.
- All necessary field facilitation to CB agency in implementing the Annual Action Plan and in overall in-field coordination.
- And any other responsibility directed by SPMU within the working domain of agency or stakeholders of Atal Bhujal Yojana Haryana.

## **Other Terms and Conditions**

- There will be 6 training events, each of 1-day physical trainings. The same will be reviewed and planned in each year's annual Action Plan and can vary on mutual agreement of CB agency, SPMU and TSA-SPMU. The unit cost for each event will remain the same as prescribed irrespective of its nature.
- The CB agency will share the profile of all professionals engaged as part of this project that includes the core staff, master trainers, external professionals, admin team, field trainers and alike. The SPMU holds the right to conduct a competency evaluation of CB agency team members and also, may direct to change the team member in case of non-competency.
- Logistics Arrangements
  - In case of online training, on receipt of the list of nominations, the CB agency should intimate the participants about the video conferencing platform, login

credentials and detailed schedule for attending the training programme. A demo on the usage of the platform should be explicitly shared with the participants at least 2 days before commencing the programme.

- In case of a classroom-based training programme, the CB agency should intimate the participants about the venue of the courses, how to reach the place (with a detailed location map), transport facilities, and a detailed schedule of the programme. The CB agency should provide information about the contact person of the CB agency for further communication to the participants.
- To ensure the effective outcome of the training, the CB agency should forward a copy of the outline of course contents well in advance to the participants and request them to come prepared for sharing their experience through interactions.
- The CB agency will be responsible to prepare training modules, content development, audio-visual tools for training, development of participative learning exercises and games, simple, easy-to-understand and practical reading materials, session layout design, and other related materials. The resource material should be prepared in the local language and should be efficiently contextualized as per the needs of any specific GP, block or district.
- Textbook copying of reading material is highly discouraged. Pre and post-tests may be considered to measure learning. The material thus prepared will be circulated amongst the participants at the beginning of the program.
- All the resource material/information/data/web portal and alike that will be collected/created/compiled/analysed during the engagement period will be the collective property of IWRD and CB agency. The CB agency will hand over the same to IWRD as and when desired. The CB agency will also hand over all the credentials and ownership of digital platforms (website/MIS/social media handles/email accounts and alike) to IWRD as and when desired.
- The modules may be so designed and developed that they are a combination of – classroom instruction; practice opportunities such as role-playing exercises, focus groups, case studies, on-field exercises/demonstration or small group assignments; on-the-job skills-based training; delivery of paper-based hand-outs for individual reading and study; the completion of e-learning modules on a computer; among others.
- More thrust should be given on interactive and participatory approach, experience sharing, peer learning and techniques like brainstorming sessions among the participants than the conventional lecture methodology.
- Active participation of participants should be ensured by encouraging them to raise their doubts, make observations and comments.
- At the end of each training event, the CB will take the feedback of all participants in the format provided in Annex 6 (English version) or in Annex 7 (Hindi version).
- The training program content should be updated every year/ six months based on feedback received from the trainees and new development. A periodical evaluation of the training program, its strengths, and weaknesses should be undertaken.
- The CB agency must ensure that the training materials prepared are standardized and of high quality. The CB agency will invite eminent and nationally reputed professionals as resource persons and ensure that there is a judicious blend of internal and external resource persons.
- SPMU will not provide funds for deploying additional manpower in the CB agency. SPMU



will make payment only to the extent of the sanctioned amount as per CB agency financial norms.



- The CB agency is also expected to develop print, audio, and visual content that is engaging, memorable, and crafted for compelling strong messages for water sensitivity and other similar topics.
- The SPMU holds the right to revise the guidelines of SOP as and when desired.

### Service Level Agreement/Penalty

The following are the service levels and associated penalties:

Activity	Service Description	Measurement Parameter	Service Level (Rating out of 10)	Penalty	Remarks
Delivery of Training	The training quality should be above par	Average Feedback rating by the trainees calculated for the training batch	> =8 (Greater than 8 is Excellent) >=6 <= 8 (Rating between 6 to 8 is Good) >=5 <= 6 (Rating between 5 to 6 is Satisfactory) Rating below 5 (Not Acceptable)	0% 2% 5% 8%	Penalty will not be more than 8% of the total value mentioned in the work order
	Conduct of training as per agreed schedule	No. of week delay in Conduct of training	NA	For each week delay, 5% (five percent) of the training fees of the concerned Gram Panchayat	

### Annex 1: Attendance Sheet for training at GP level



		Atal Bhujal Yojana – Haryana	CB Agency logo
<b>Attendance Sheet for training at GP level</b>			
Name of CB Agency			
Name of District		Name of Block	
Name of Gram Panchayat		Name of Village	
Date and time		Venue	
Mode of training	Non residential	Online	Exposure visit

S. No.	Name of Participant	Gender • Female(F) • Male (M) • Other (O)	Caste • General • OBC • SC • ST	Age	Occupation	Are you a member of any committee? (Yes/No)	If yes, name of the committee	Phone Number	Signature

Signature of lead trainer  
Name and designation  
Date and time

Signature of DIP representative  
Name and designation  
Date and time

## Annex 2: List of Participants for training at GP level



		Atal Bhujal Yojana - Haryana	<i>CB Agency logo</i>
<b>List of Participants for training at GP level</b>			
Name of CB Agency			
Name of District		Name of Block	
Name of Gram Panchayat		Name of Village	
Date and time		Venue	
Mode of training	Non residential	Online	Exposure visit

S. No.	Name of Participant	Gender • Female(F) • Male (M) • Other (O)	Caste • General • OBC • SC • ST	Age	Occupation	Are you a member of any committee? (Yes/No)	If yes, name of the committee	Phone Number

Signature of DIP representative  
Name and designation  
Date and time

Signature of DPMU representative  
Name and designation  
Date and time

### Annex 3: Training (non-residential) Completion Report

		Atal Bhujal Yojana - Haryana	CB Agency logo
<b>Training (non-residential) Completion Report</b>			
Name of CB Agency			
Name of District		Name of Block	
Name of Gram Panchayat		Name of Village	

S. No.	Item	Details	Description
	Topic of Training		
	Starting – date and time		
	Ending – date and time		
	Venue		
	Number of Female Participants		
	Number of Male Participants		
	Number of other Participants		
	Total Participants		
	Lead trainer name		
	Supporting trainers name		
	Type of resource material used (PPT, workbook, hand notes, booklets, videos, case studies, others)		Provide link of all resource material
	Whether hard copy of training material distributed (Yes/ No)		
	Whether all resource material circulated (Yes/ No)		
	Whether feedback session conducted (Yes/ No)		

S. No.	Item	Details	Description
S. No.	Item	Details	Description
	Whether AV is shown on the common screen (Yes/ No)		
	Whether post-training follow up made (Yes/ No)		
	Whether a WhatsApp group created for the participants (Yes/No)		Please share the link of WhatsApp group
	Attach 4 Geotagged photos of the training		
	Attach attendance sheet of the training		
	Attach filled feedback form of 50% participants		
	Give a summary of training (100 words)		

Signature of lead trainer

Name and designation

Date and time

Signature of DIP representative

Name and designation



Date and time

Signature of DPMU representative

Name and designation

Date and time

#### Annex 4: Exposure visit Completion Report

		Atal Bhujal Yojana - Haryana	CB Agency logo
Exposure visit Completion Report			
Name of CB Agency			
Name of District		Name of Block	
Name of Gram Panchayat		Name of Village	

S. No.	Item	Details	Description
	Agenda of exposure visit		
	Starting – date and time		
	Ending – date and time		
	Destination for exposure visit		
	Number of Female Participants		
	Number of Male Participants		
	Number of other Participants		
	Total Participants		
	Lead facilitator name		
	Supporting facilitator name		
	Type of resource material used (PPT, workbook, hand notes, booklets, videos, case studies, others)		Provide link of all resource material
	Whether hard copy of training material distributed (Yes/ No)		

S. No.	Item	Details	Description
	Whether all resource material circulated (Yes/ No)		
	Whether feedback session conducted (Yes/ No)		
	Whether AV is shown on the common screen (Yes/ No)		
	Whether post-training follow up made (Yes/ No)		
	Whether a WhatsApp group created for the participants (Yes/No)		Please share the link of WhatsApp group
	Attach 4 Geotagged photos of the training		
	Attach attendance sheet of the training		
	Attach filled feedback form of 50% participants		
	Give a summary of training (250 words)		

Signature of lead trainer

Signature of DIP representative

Signature of DPMU representative

Name and designation

Name and designation



Name and designation

Date and time

Date and time

Date and time

## Annex 5: Mandatory logistics checklist for training at GP level

	Atal Bhujal Yojana - Haryana	
<b>Mandatory logistics checklist for training at GP level</b>		

<b>Non-residential training</b>		
S. No.	Item	Description
1	Poster of Training	
2	Meeting hall and Sitting arrangement	A meeting hall with necessary amenities such as light, fan, and Chair - tables in case of classroom lecture/training or carpet in case of group activity in an open space
3	Refreshments	Tea/coffee/lemonade with snacks
4	Drinking water facility	
5	Toilet facility	
6	Projector and display arrangements	
7	Black/Green/Whiteboard	
8	Audio-visual system	
9	Training kit	A folder containing the Note pad, pen, pencil, hard copy of all resource manuals, workbooks and others alike
10	Supporting equipment/ demonstration tools	As demanded by the subject of particular training



<b>Exposure visit</b>		
S. No.	Item	Description
1	Poster/Banner of exposure visit	
2	Transportation arrangement	Taxi, Cab, Bus or any other suitable mode of travel.
3	Refreshments and Food	Tea/coffee/lemonade with snacks as well as lunch (if applicable)



**Exposure visit**

<b>S. No.</b>	<b>Item</b>	<b>Description</b>
4	Drinking water facility	
5	Training kit	A folder containing the Note pad, pen, pencil, hard copy of all resource manuals, workbooks and other alike
6	Supporting equipment/ demonstration tools	As demanded by the subject of particular training

## Annex 6: Feedback form for Participants

		Atal Bhujal Yojana - Haryana	CB Agency logo
<b>Feedback form for participants</b>			
Name of CB Agency			
Name of District		Name of Block	
Name of Gram Panchayat		Name of Village	
Participant's name		Participant's Gender	
Participant's Caste		Participant's Phone number	
Topic of Training			
Date and time		Venue	
Mode of training	Non-residential	Online	Exposure visit

S. No.	Question	Excellent	Good	Satisfactory	Not Satisfactory
		(8-10)	(6-8)	(5-6)	(Less than 5)
1	Had you found the training relevant?				
2	How was the quality of content used?				
3	Was the trainer well versed in the subject of training?				
4	Was the trainer enthusiastic about the subject of training?				
5	How was the quality of instruction?				
6	Were participants encouraged for the discussion and practice?				
7	Were participants' questions and doubts answered?				

S. No.	Question	Excellent	Good	Satisfactory	Not Satisfactory
		(8-10)	(6-8)	(5-6)	(Less than 5)
8	How was the quality of the classroom?				
9	Had you found the training useful?				
10	Overall Feedback/Rating (based on 1 to 9)				

S. No.	Question	Yes/No (Kindly tick one option)
1	Are participants provided with a hard copy of all resource material?	
2	Is refreshment/food provided during the training?	
3	Had videos shown during the training?	
4	Had participants provided with hand on tools during training?	
5	Is participant informed about the meeting a week prior?	
6	Were participants briefed about the agenda of the training in the beginning?	
7	Was training conducted as per the prior notified schedule?	
8	Were participants charged any sort of fee during training?	
9	Was the local language used as a mode of instruction by the trainer?	
10	Do you want more such trainings?	

Please share your learning:

Any complaints from the participant's side:

Any suggestion from the participant's side:

Any compliment from the participant's side:



Signature of Participant

Name of Participant

Date and Time

Place

**Annex 7: प्रतिभागियों के लिए प्रतिक्रिया प्रपत्र**

		<b>अटल भूजल – हरियाणा</b>		CB Agency logo
<b>प्रतिभागियों के लिए प्रतिक्रिया प्रपत्र</b>				
CB एजेंसी का नाम				
जिले का नाम		ब्लॉक का नाम		
ग्राम पंचायत का नाम		गांव का नाम		
प्रतिभागी का नाम		प्रतिभागी का लिंग		
प्रतिभागी की जाती		प्रतिभागी का फोन नंबर		
प्रशिक्षण का विषय				
दिनांक और समय		स्थान		
प्रशिक्षण का तरीका	गैर आवासीय	ऑनलाइन	अध्ययन यात्रा	

Sr. No.	प्रश्न	अति उत्कृष्ट	अच्छा	संतोषजनक	निष्पक्ष	ख़राब
		(कृपया एक विकल्प पर टिक करें)				
	क्या आपको प्रशिक्षण प्रासंगिक लगा है?					
	उपयोग की गई सामग्री की गुणवत्ता कैसी थी?					
	क्या ट्रेनर प्रशिक्षण के विषय में अच्छी तरह से वाकिफ था?					
	क्या ट्रेनर प्रशिक्षण के दौरान उत्साहित था?					
	शिक्षण गुणवत्ता कैसी थी?					
	क्या प्रतिभागियों को चर्चा और अभ्यास के लिए प्रोत्साहित किया गया था?					
	क्या प्रतिभागियों के सवालों और संदेहों का जवाब दिया गया था?					
	कक्षा की गुणवत्ता कैसी थी					
	क्या आपको प्रशिक्षण उपयोगी लगा है?					

Sr. No.	प्रश्न	हाँ/ नहीं (कृपया एक विकल्प पर टिक करें)
	क्या प्रतिभागियों को सभी संसाधन सामग्री की हार्ड कॉपी प्रदान की गई थी?	
	क्या प्रशिक्षण के दौरान जलपान/ भोजन प्रदान किया गया था?	
	क्या प्रशिक्षण के दौरान वीडियो दिखाए गए थे?	
	क्या प्रतिभागियों को उपकरणों इस्तेमाल करने का प्रशिक्षण प्रदान किया गया था?	
	क्या प्रतिभागियों को एक सप्ताह पहले प्रशिक्षण के बारे में सूचित किया गया था?	
	क्या प्रतिभागियों को शुरुआत में प्रशिक्षण के एजेंडे के बारे में बताया गया था?	
	क्या पहले बताये गए कार्यक्रम के अनुसार प्रशिक्षण आयोजित किया गया था?	
	क्या प्रतिभागियों को प्रशिक्षण के दौरान किसी भी प्रकार का शुल्क लिया गया था?	
	क्या स्थानीय भाषा का उपयोग ट्रेनर द्वारा निर्देश के तरीके के रूप में किया गया था?	
	क्या आप इस तरह के और प्रशिक्षण चाहते हैं?	

इस प्रशिक्षण से आपने क्या सीखा?

प्रतिभागी की ओर से कोई भी शिकायत:

प्रतिभागी की ओर से कोई सुझाव:

प्रतिभागी की तरफ से कोई भी प्रशंसा:



प्रतिभागी के हस्ताक्षर

प्रतिभागी का नाम

दिनांक और समय

स्थान

### Annex 8: Monthly Action Plan



		Atal Bhujal Yojana - Haryana	CB Agency logo
<b>Monthly Action Plan</b>			
Name of CB Agency			
Name of District		Name of Block	
Year		Month	

S.No.	Date (DD/MM/YYYY)	Name of GP	Name of the trainers	Targeted no. of participants	Proposed Venue/ Location	Agenda of the training

Signature of CB agency representative  
Name and designation  
Date and time

Signature of DPMU representative  
Name and designation  
Date and time

### Annex 9: Quarterly Progress Report

		Atal Bhujal Yojana – Haryana	CB Agency logo
<b>Quarterly Progress Report</b>			
Name of CB Agency			
Name of District		Name of Block	
Year		Quarter	MM/YY to MM/YY

S.No.	Date of Actual Training (DD/MM/YYYY)	Name of GP	Name of the trainers	Total no. of participants trained	Training Venue/Location	Agenda of the training
<b>Total no. of GPs covered</b>						
<b>Total no. of participants trained</b>						
<b>Total no. of training sessions conducted</b>						

Key challenges faced during the respective quarter:

Major learnings during the respective quarter:

Signature of CB agency representative  
Name and designation  
Date and time



Signature of DIP representative  
Name and designation  
Date and time

Signature of DPMU representative  
Name and designation  
Date and time

Signature of SPMU TSA representative  
Name and designation  
Date and time

Signature of SPMU representative  
Name and designation  
Date and time

## Annex 10: Revised Annual Action Plan

		Atal Bhujal Yojana - Haryana	CB Agency logo
<b>Revised Annual Action Plan</b>			
Name of CB Agency			
Name of Group		Year	

S.No.	Date of Training (DD/MM/YYYY)	Name of GP	Name of the trainers	Targeted no. of participants to be trained	Proposed Training Venue/Location	Agenda of the training
<b>Total no. of GPs to be covered</b>						
<b>Total no. of participants to be trained</b>						
<b>Total no. of training sessions to be conducted</b>						

State the approach and methodology to implement the stated plan:	
Brief the Feedback mechanism:	
Brief the Monitoring mechanism:	
Any risk and mitigation plan:	

**Submitted:**

Signature of CB agency  
representative  
Name and designation  
Date and time

**Vetted:**

Signature of SPMU TSA  
representative  
Name and designation  
Date and time

**If approved:**

Signature of SPMU  
representative  
Name and designation  
Date and time



### Annex 11: Training Outline

Sr. No.	Subjects of Trainings	Details of Trainees	Objectives of Training	Main Session of Training	Deliverables of Training
1	Training on organization of information, Education and Communication (IEC) and community mobilization program at village level.	Members of Gram Panchayat, Members of village Health, Nutrition, Water and Sanitation Committee and Aanganwadi Workers & Water Supply Staff at village level.	<p>At the end of Training</p> <ul style="list-style-type: none"> <li>• Trainees will understand need and importance of organizing information, Education &amp; Communication (IEC) &amp; Community mobilization activities at village level.</li> <li>• Trainees will be sanitized on how to implement Atal Bhujal Scheme with public participation, how to create favorable conditions for implementing the scheme and what are the useful tools/ activities for this purpose.</li> <li>• Trainees will be inspired to implement new works of water conservation and water recharge, maintenance of existing works, and also to implementing measures for saving waters.</li> <li>• Trainees will be encouraged to prepare a plan to execute</li> </ul>	<ul style="list-style-type: none"> <li>• Works to be executed by village/ Gram Panchayat with respect to implementation of Atal Bhujal Scheme. (Five Point Agenda-Panchsutri).</li> <li>• Information, Education &amp; Communication Necessity Importance &amp; tools.</li> <li>• Community Organization needs activities.</li> <li>• How to create favorable conditions (Use of IEC &amp; CM tools).</li> <li>• Role of Gram Panchayat, Village Health, Nutrition Water &amp; Sanitation Committee &amp; villages in implementing the information, Education &amp; Communication and</li> </ul>	<p>On completion of Training</p> <ul style="list-style-type: none"> <li>• Trainees will have clarity five-point agenda (Panchsutri) for implementation of Atal Bhujal Scheme at village level &amp; will get inspired to favorable conditions for implementation of this scheme.</li> <li>• Trainees will be able to elaborate the Necessity and importance of Information, Education &amp; Communication Program.</li> <li>• Trainees will form a team of resources persons for implementation of works related to water conservation and water recharge and implementation of water saving measures as prescribed in water security plan.</li> </ul>

Sr. No.	Subjects of Trainings	Details of Trainees	Objectives of Training	Main Session of Training	Deliverables of Training
			<p>information, education &amp; communication (IEC) &amp; community organization program for effective implementation of Atal Bhujal Scheme at village level.</p>	<p>community organization program.</p> <ul style="list-style-type: none"> <li>Plan of action on IEC and CM for implementation of W.S.P.</li> </ul>	<ul style="list-style-type: none"> <li>Trainee will create a plan for getting active participation from various stakeholders of village (Students, Villagers, and Farmers, Well Owners &amp; SHG / farmers groups) and implement the same.</li> </ul>
2	Implementation of Water Security Plan at Village Level.	Members of Gram Panchayat, Members of Village Health, Nutrition, Water & Sanitation Committee and Members of Community Organizations at village Level.	<ul style="list-style-type: none"> <li>To orient participants on proposed works (works based on supply &amp; demand) under Water Security Plan for Trainees.</li> <li>To impart importance of implementation of plan in prescribe time to trainees.</li> <li>To share Villagers &amp; GP Members responsibility in implementation of the WSP.</li> <li>To establishing a monitor system for implementation of the plan at village level.</li> </ul>	<ul style="list-style-type: none"> <li>Need of water security plan Major Points – will come to know about water budget and how the works has been decided.</li> <li>Induction about proposed works in the plan-Measures for water conservation, recharge &amp; saving water.</li> <li>Responsibility of major stakeholders (Gram Panchayat, Water Committee, Well Owner/ farmer, School, Community Organizations and villagers). Involved in implementation of plan.</li> </ul>	<p>After Completion of the Training</p> <ul style="list-style-type: none"> <li>Trainees will be able to tell the proposed works under supply and demand basis.</li> <li>Trainees will elaborate importance of implementation of plan in prescribe time.</li> <li>Trainees will identify their responsibility in implementation of the plan and will form separate team for the same.</li> <li>Trainees will be inspired for establishing a monitoring system for implementation.</li> </ul>

Sr. No.	Subjects of Trainings	Details of Trainees	Objectives of Training	Main Session of Training	Deliverables of Training
				<ul style="list-style-type: none"> <li>• Monitoring the implementation of plan.</li> <li>• Plan of Action for implementation of WSP.</li> </ul>	
3	Effective action plan for single point orientation (Integration) of Government Schemes.	Members of Gram Panchayat, Members of Village Health, Nutrition, Water & Sanitation Committee and Members of Community Organizations at village Level.	<ul style="list-style-type: none"> <li>• Trainee should get clarity about co-orientation/ single point orientation (Integration).</li> <li>• Trainee should know which schemes are useful according to the works proposed in water security plan.</li> <li>• Trainee should get inspired to create team of resource persons for acquiring the method for coordinating between various Government Schemes.</li> <li>• Trainees should divide responsibilities for coordinating/ converging Government Schemes and decide a system for its monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of proposed works in water security plan.</li> <li>• Co-orientation/ single point orientation (Integration). (Concept, need and importance).</li> <li>• Knowledge about major Government Schemes (water conservation/ recharge and water saving).</li> <li>• Method for coordinating between various Government Schemes.</li> <li>• Action Plan for Co-ordination.</li> </ul>	<p>After Completion of the Training</p> <ul style="list-style-type: none"> <li>• Trainees will be able to clarify on co-ordination/ single point orientation (Integration).</li> <li>• Trainees will have an understanding on which schemes are useful according to the proposed works in water security plan.</li> <li>• Trainees can explain the methodology for coordinating between various Government Schemes.</li> <li>• Trainees will be able to divide responsibilities for coordinating Government and decide a system for its monitoring.</li> </ul>
4	Water budget and crop planning/ crop	Members of Gram Panchayat,	<ul style="list-style-type: none"> <li>• Trainees should get the knowledge of what is water</li> </ul>	<ul style="list-style-type: none"> <li>• Water budget concept, ingredients, need.</li> </ul>	After Completion of the Training

Sr. No.	Subjects of Trainings	Details of Trainees	Objectives of Training	Main Session of Training	Deliverables of Training
	interchange.	Members of Village Health, Nutrition, Water & Sanitation Committee, farmers/ well owners.	<p>budget, its importance and its various components.</p> <ul style="list-style-type: none"> <li>• Trainees should understand the method of creating water budget for the village.</li> <li>• Trainees should get clarity on measurement of rain &amp; ground water level and its recording technique.</li> <li>• Based on the water budget trainees should be sensitized on less water consuming crops and methodology of crop planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Methodology of preparing water budget.</li> <li>• Practical Measurement of rain &amp; ground water level and its recording. Water Graph.</li> <li>• Knowledge of less water consuming crops.</li> <li>• Methodology of crop planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Trainees will be able to explain water budget, its importance</li> <li>• Trainees can create water budget for the village.</li> <li>• Trainees can measure rain &amp; ground water level and record it and will be inspired to maintain the record.</li> <li>• Will be able to create crop plan using less water consuming crops based on water budget.</li> </ul>
5	Training on water saving technologies in Agriculture.	Farmer/ Well Owner	<ul style="list-style-type: none"> <li>• To give the trainees clarity on the above available water sources and the ratio of demands/ use at village level.</li> <li>• To create awareness about the need of saving water in farming and a five glimpse of various measures for the same.</li> <li>• To inform about the water saving techniques in farming and various government Schemes related to it.</li> </ul>	<ul style="list-style-type: none"> <li>• Water availability in village and review of use/ demand.</li> <li>• Water saving in farming – concept, need importance and tools.</li> <li>• Major water saving techniques (drip, sprinklers, fountain pipe, silage, absorber, hydroponics etc.)</li> <li>• Implementation of water saving measures prescribed</li> </ul>	<p>After Completion of the Training</p> <ul style="list-style-type: none"> <li>• Trainees will be able to explain how their village gets water and their demand/ use ratio.</li> <li>• Trainees can explain the need of saving water in farming and about various measures for the same.</li> <li>• Trainees can impart information about</li> </ul>

Sr. No.	Subjects of Trainings	Details of Trainees	Objectives of Training	Main Session of Training	Deliverables of Training
			<ul style="list-style-type: none"> <li>To create a micro-plan for effective implementation of objectives set for enhancing the use of water saving practices/ techniques under water security plan.</li> </ul>	<ul style="list-style-type: none"> <li>in water security plan.</li> <li>Action Plan.</li> </ul>	<p>major water saving measures and will be inspired for implementing the same.</p>
6	Social Audit	Members of Gram Panchayat, Members of Village Health, Nutrition, Water & Sanitation Committee and Members of Community Organizations at village Level.	<ul style="list-style-type: none"> <li>To make the trainees aware on the concept of social audit.</li> <li>To make the trainees aware on the methodology of social audit and responsibilities of various stakeholders for its effective implementation.</li> <li>To inform the trainees about when and how to present the audit report in Gram Sabha regarding physical &amp; financial works done under the Atal Bhujal Scheme.</li> </ul>	<ul style="list-style-type: none"> <li>Concept of social audit – need and importance.</li> <li>Methodology of social audit.</li> <li>Role of various stakeholders.</li> <li>Group discussion and presentation – supply based works.</li> </ul>	<p>After completion of the Training</p> <ul style="list-style-type: none"> <li>Trainees will be able to explain what are social audit and its importance.</li> <li>Trainees will be able to explain the method of executing social audit.</li> <li>Trainees will be able to explain roles of various stakeholders of village &amp; will be sensitized on maintenance and their responsibility.</li> <li>Trainees will be ready for implementing social audit work under this scheme.</li> </ul>